

**BY ORDER OF THE CHIEF,  
NATIONAL GUARD BUREAU**

**MANPOWER STANDARD 5460TC**

**15 SEPTEMBER 2004**



***Manpower Standard***

**COMBAT READINESS TRAINING CENTER MEDICAL  
READINESS TRAINING SITE (MRTS)**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This Air National Guard Manpower Standard (ANGMS) quantifies the manpower required to accomplish the tasks described in the process oriented description (POD) for varying levels of workload in the Combat Readiness Training Center (CRTC) Medical Readiness Training Site (MRTS) function whose mission is to provide an integrated, year-round, realistic training environment (airspace, facilities, equipment) for units to enhance their combat capability and readiness. The Air National Guard (ANG) is the authority for the approval and publication of ANG Manpower Standards. Air Force and ANG directives contain policy and procedural guidance for the operation of the CRTC MRTS function. This standard applies to the Alpena CRTC and is applicable to peacetime operations only. This standard was developed in accordance with (IAW) AFI 38-201, *Determining Manpower Requirements*, Air Force Manual (AFMAN) 38-208, Volume 1, *Air Force Management Engineering Program (MEP)-Processes*, and AFMAN 38-208, Volume 2, *Air Force Management Engineering Program (MEP) - Quantification Tools*. Send comments and suggested improvements on AF IMT 847, *Recommendation for Change of Publication*, through channels, to ANG, Management Engineering Branch (ANG/XPME/ Operating Location TN [OLTN]), 106 Briscoe Drive, McGhee Tyson Air National Guard (ANG) Base, TN 37777-6283.

## **1. STANDARD DATA.**

1.1. Approval Date. 1 June 2004.

1.2. Man-hour Data Sources: Operational Audit (historical record and technical estimate techniques) and Staffing Pattern were used to collect/determine man-hour/manpower data.

1.3. Standard Man-hour Equation:  $Y = 1384 + .6679X$ .

#### 1.4. Workload Factors.

1.4.1. Title:  $X$  = Total National Guard Bureau (NGB) Students Trained.

1.4.2. Definition:  $X$  = The average monthly number of NGB students trained by the MRTS.

1.4.3. Source:  $X$  = The CRTC Monthly Utilization Report maintained by ANG/C4R.

#### 1.5. Points of Contact.

1.5.1. Functional: Mr. Pat Welch, ANG/C4R

1.5.2. Manpower: Major Brian Cotton, ANG/XPME/OLTN

### 2. APPLICATION INSTRUCTIONS.

2.1. Step 1. Man-hour Equation. Apply the man-hour equation in Paragraph 1.3., to determine required man-hours.

2.2. Step 2. Man-hour Availability Factor. Divide the resulting man-hours by the appropriate Man-hour Availability Factor (MAF) times the overload factor. The answer will quantify the required fractional manpower. Round the fractional manpower up to the next whole number.

2.3. Step 3. Manpower Table. Use the Manpower Table at Attachment 3 to determine required Air Force Specialty Codes (AFSC).

2.4. Step 4. Upper and Lower Extrapolation Limits:

2.4.1. Upper Control Limit (UCL):  $Y_U = 1839.29$ .

2.4.2. Lower Control Limit (LCL):  $Y_L = 1384.00$ .

2.5. No other application instructions apply.

**3. STATEMENT OF CONDITIONS.** The normal hours of operation for this work center are eight hours per day, five days per week. Because of extensive deployed unit-in-training support, hours of operations for this work center are frequently extended both in hours of operation and number of days per week. There are no other standard of living constraints that impact the daily operation of this work center.

DANIEL JAMES III, Lieutenant General, USAF  
Director, Air National Guard

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

*References*

AFI 38-201, *Determining Manpower Requirements*

AFMAN 38-208, Volume 1, *Air Force Management Engineering Program (MEP) - Processes*

AFMAN 38-208, Volume 2, *Air Force Management Engineering Program (MEP) - Quantification Tools*

*Abbreviations and Acronyms*

**AF** - Air Force

**AFPC** - Air Force Personnel Center

**ADVON** - Advanced Contingency Team

**ANG** - Air National Guard

**ANGMS** - Air National Guard Manpower Standard

**CME** - Continuing Medical Education

**CRTC** - Combat Readiness Training Center

**CST** - Civil Support Teams

**DD** - Department of Defense

**EMT** - Emergency Medical Technician

**EMEDS** - Expeditionary Medical Support

**FM** - Financial Management

**FMURT** - Field Medical Unit Readiness Training

**HLS** - Homeland Security

**MC** - Medical Corps

**MEP** - Management Engineering Program

**MRTS** - Medical Readiness Training Site

**NGB** - National Guard Bureau

**POD** - Process Oriented Description

**ROTC** - Air Force Readiness Training Oversight Committee

**SABC** - Self-Aid and Buddy Care

**SME** - Subject Matter Expert

**SPEARRR** - Small Portable Expeditionary Aeromedical Rapid Response

**TMO** - Traffic Management Office

**TDY** - Temporary Detached Duty

**WMD** - Weapons of Mass Destruction

### *Terms*

**Air National Guard Manpower Standard (ANGMS).** A numbered, specialized publication that quantifies manpower requirements for a work center. Also includes approved variances.

**Historical Record.** Documented past work performance of the work center.

**Man-hour.** A unit of measuring work. It is equivalent to one person working at a normal pace for 60 minutes, two people working at a normal pace for 30 minutes, or a similar combination of people working at a normal pace for a period to time equal to 60 minutes.

**Manpower Standard.** The basic tool used to determine the minimum level of manpower required to support a function. It is a quantitative expression that represents a work center's man-hour requirements in response to varying levels of workload.

**Operational Audit.** A work measurement method consisting of one or a combination of the following techniques: good operator timing, historical records, technical estimate, standard time, and directed requirement.

**Staffing Pattern.** Constant manpower.

**Technical Estimate.** A determination of the standard hours required for a given task, based on an estimate by individuals who are technically and professionally competent to judge the time required.

**Process Oriented Description.** A format that shows work center responsibilities structured for easy measurement of work categories, tasks and subtasks.

## Attachment 2

PROCESS ORIENTED DESCRIPTION  
MRTS

A2.1.Table Listing of Functional Processes.

1.	FIELD MEDICAL UNIT READINESS TRAINING (FMURT):
1.1.	NOTIFIES UNIT WHEN SCHEDULED TRAINING IS DUE. Sends out message to all units notifying them they are due for scheduled training. Lists dates available for training, and requests first, second, and third choice of dates. Coordinates response, completes schedule, and sends units the schedule.
1.1.1.	REVIEWS ANNUAL TRAINING REQUIREMENT.
1.1.2.	PREPARES MESSAGE NOTIFYING UNIT WHEN DUE FOR SCHEDULED TRAINING.
1.2.	PREPARES/DISTRIBUTES TRAINING SCHEDULE.
1.3.	PREPARES/DISTRIBUTES PRE-DEPLOYMENT GUIDE TO UNIT. Identifies how unit should prepare for training.
1.4.	RESPONDS TO QUESTION/CONCERN REGARDING TRAINING.
1.5.	SUPPORTS ADVANCED CONTINGENCY (ADVON) TEAM VISIT. Works with ADVON team during their visit, prior to actual unit deployment.
1.6.	INSTRUCTS STUDENT. Instructs students following Standardized Curriculum approved by the Air Force Readiness Training Oversight Committee (RTOC).
1.7.	PREPARES AFTER-ACTION REPORT AND SUBMITS FOR FINAL CERTIFICATION.
1.8.	PREPARES FMURT AND EXPEDITIONARY MEDICAL SUPPORT (EMEDS) FAMILIARIZATION COURSE BOOK FOR DEPLOYED EXECUTIVE MANAGEMENT. Prepares guide with information which helps Commanders and members decide what information to share with the remainder of the students.
1.9.	SMALL PORTABLE EXPEDITIONARY AEROMEDICAL RAPID RESPONSE (SPEARR) MOBILE TRAINING MISSION. Arranges training for members of Active Duty, Air Force Reserve, and ANG Medical Services personnel assigned without equipment (UTC: FFEE8). Tasking is assigned directly through USAF/SGX.
1.9.1.	RESPONDS TO INCOMING PHONE CALL AND E-MAIL REQUESTING TRAINING.
1.9.2.	PREPARES WRITTEN RECOMMENDATION REGARDING WHICH TRAINING TO SCHEDULE.
1.9.3.	SCHEDULES UNIT FOR TRAINING. Notifies unit and schedules site survey,

	ADVON, and deployment to the correct site.
1.9.4.	CONDUCTS SITE SURVEY. Conducts site survey 90 days prior to deployment.
1.9.5.	SHIPS ALL EQUIPMENT TO LOCATION. Works with both Alpena and deployed location Traffic Management Offices (TMOs).
1.9.6.	SENDS ADVON TO DEPLOYMENT LOCATION. Sends ADVON three days prior to deployment to ensure services are in place and equipment has arrived.
1.9.7.	PROVIDES TRAINING. Provides training to students at deployed location.
1.9.8.	SHIPS ALL EQUIPMENT BACK TO ALPENA AND RECONSTITUTES.
1.9.9.	ORDERS REPLACEMENT ITEM/SUPPLY TO RESTOCK FOR THE NEXT DEPLOYMENT.
2.	EMERGENCY MEDICAL TECHNICIAN (EMT) BASIC TRAINING. Provides EMT Basic Training for members of the ANG Medical Services at mobile site.
2.1.	ADVERTISES COURSE. Advertises course with ANG and McGhee Tyson Training and Education Center.
2.2.	RECEIVES REQUEST FOR TRAINING AND ORGANIZES STUDENT ROSTER. Prepares and distributes welcome letter to each student.
2.3.	MEETS STUDENT AND IN-PROCESSES. Meets student upon arrival and in-processes into Billeting and the Base.
2.4.	PREPARES CLASSROOM, BOOKS, SUPPLIES, AND HANDOUTS.
2.5.	TEACHES REQUIRED DEPARTMENT OF TRANSPORTATION-CERTIFIED COURSE.
2.6.	COMPLETES POST COURSE CRITIQUE AND REQUIRED DOCUMENTATION.
2.7.	ARRANGES FOR SUBJECT MATTER EXPERTS (SME'S) TO ASSIST ALPENA MRTS IN FACILITATING TRAINING.
2.8.	ORGANIZES AND PURCHASES NEEDED TRAINING EQUIPMENT FOR EMT COURSE.
3.	PROVIDES INDIVIDUAL ASSISTANCE, AS NEEDED, FOR EMT STUDENT. Provides assistance to student having difficulty with the EMT course.
4.	EMERGENCY MEDICAL TECHNICIAN REFRESHER COURSE. Provides EMT Refresher Course in Alpena and at mobile site.
4.1.	PREPARES/FILES AN INTENT TO CONDUCT REFRESHER COURSE LETTER WITH ANG/SGO.

4.2.	RESPONDS TO QUESTION REGARDING REFRESHER TRAINING. Addresses questions from personnel requesting refresher training for themselves or their units.
4.3.	CONDUCTS A THREE-DAY REFRESHER COURSE AT ALPENA.
4.4.	CONDUCTS A THREE-DAY MOBILE REFRESHER COURSE.
4.5.	COMPLETES POST-COURSE CRITIQUE AND REQUIRED DOCUMENTATION.
5.	MEDICAL CONFERENCE. Hosts medical conferences for Medical Service Corps Officers, Medical Readiness Planners, Homeland Security, Civil Support Team, ANG Assistants, etc., as directed by the Surgeon General of the ANG.
5.1.	DETERMINES COURSE REQUIREMENTS. Coordinates with ANG/SG leadership to determine needed courses.
5.2.	PERFORMS ADMINISTRATIVE TASKS REQUIRED TO HOST CONFERENCE. Handles registration, billeting, dining needs, makes copies, provides supplies, transfers days/dollars for speakers, and other routine requirements to host a conference.
6.	CONTINUING MEDICAL EDUCATION (CME) FOR FMURT/EMEDS. Coordinates with Air Force Personnel Center (AFPC):
6.1.	PREPARES/REVIEWS COURSE CRITIQUE. Continually updates and reviews course critiques to ensure training standards and student satisfaction.
6.2.	CALCULATES COURSE METRICS. Calculates course metrics for after-action reporting.
6.3.	DEVELOPS LESSON PLAN FOR NEW PROGRAM.
6.4.	MONITORS LESSON PLAN TO ENSURE MOST CURRENT INFORMATION IS BEING PRESENTED.
6.5.	LOOKS FOR OPPORTUNITIES TO INCREASE CME. Develops outcome-based lesson plans for physician training in order to increase Medical Corps (MC) CME.
7.	MRTS WEBSITE. Develops and maintains website for medical personnel.
7.1.	MAINTAINS CURRENT MRTS SCHEDULE FOR ON-LINE USE.
7.2.	LISTS TRAINING SCHEDULED DURING FMURT/EMEDS TRAINING. Provides medical units with a quick glimpse of training that will be received during FMURT/EMEDS.
7.3.	PROVIDES POST DEPLOYMENT GUIDE AND ALL INFORMATION NEEDED TO PREPARE FOR DEPLOYMENT TO ALPENA.
8.	MOULAGE:

8.1.	MOULAGES SIMULATED PATIENT FOR FIELD CASUALTY MANAGEMENT TRAINING. Moulages simulated patients to give students a more realistic training experience.
8.2.	PURCHASES/OBTAINS NEEDED MOULAGE SUPPLIES AND CLOTHING.
8.3.	LAUNDERS MOULAGE UNIFORMS.
9.	HOMELAND SECURITY (HLS). Works with Civil Support Teams' (CST) subject matter experts to coordinate medical training at Alpena MRTS. Hosts Civil Support team medical training program.
10.	SUPPORT BASE TRAINING/ACTIVITIES. Provides Self-Aid and Buddy Care (SABC) support to Financial Management (FM) Top Dollar competition. Provides evaluation of SABC skills as they relate to the Top Dollar Competition.
11.	TEAM BUILDING/STRATEGIC PLANNING:
11.1.	CUSTOMIZES UNIT TRAINING TO INCLUDE TEAM BUILDING AND/OR STRATEGIC PLANNING SESSIONS FOR MEDICAL UNIT DEPLOYED TO ALPENA FOR FMURT. Facilitates training of medical unit for team building and/or strategic planning sessions.
11.2.	COORDINATES LOGISTICS FOR TRAINING. Works with deployed unit to coordinate logistics of training, including transportation, meals and billeting.
12.	SEAHAWK TRAINING. Coordinates, participates in, and teaches SEAHAWK Joint Force Training.
13.	MRTS ADMINISTRATION:
13.1.	COPIES AND DISTRIBUTES FMURT AND EMEDS FAMILIARIZATION HANDBOOK.
13.2.	PREPARES MRTS ANNUAL CALENDAR OF EVENTS. Calendar includes all MRTS training and deployments.
13.3.	PERFORMS COORDINATION:
13.3.1.	COORDINATES WITH FINANCIAL MANAGEMENT (FM) AND CONTRACTING ON CONTRACT PURCHASE AGREEMENTS.
13.3.2.	COORDINATES WITH WRIGHT-PATTERSON AIR FORCE BASE TO OBTAIN EQUIPMENT AND SUPPLIES. E-mails or telephones to ensure supplies and equipment are purchased for EMEDS facility.
13.3.3.	COORDINATES WITH ANG TO GET DAYS AND DOLLARS TO FUND SME'S.
13.3.4.	COORDINATES WITH PUBLIC AFFAIRS AND THE LOCAL NEWS MEDIA.
13.3.5.	COORDINATES WITH SERVICES AND PUBLIC HEALTH ON FIELD KITCHEN MAINTENANCE.



13.4.	COORDINATES TRAINING:
13.4.1.	COORDINATES CIVIL SUPPORT TEAM/WEAPONS OF MASS DESTRUCTION (CST/WMD) TRAINING.
13.4.2.	COORDINATES MEDICAL COOL SCHOOL TRAINING.
14.	GRADUATION. Provides outbrief to each class. Conducts graduation ceremony. Prepares and presents Certificates of Training.
15.	EQUIPMENT MANAGEMENT:
15.1.	ENSURES HAND RECEIPT IS ACCOMPLISHED UPON ISSUE/RETURN OF EQUIPMENT.
15.2.	COORDINATES POWER GENERATOR MAINTENANCE.
15.3.	MAINTAINS HUMAN PATIENT SIMULATOR MANNEQUIN.
15.4.	TRAINS INSTRUCTOR ON USE OF HUMAN PATIENT SIMULATOR MANNEQUIN.
15.5.	PERFORMS TENTAGE SETUP AND TAKEDOWN. Performs setup and takedown for FMURT and EMEDS familiarization training.
16.	CONTINUING MEDICAL EDUCATION. Attends continuing medical education at USAF School of Aerospace Medicine.
17.	INDIRECT. Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of standard indirect work are: Administers Civilian, Officer, and Enlisted Personnel; Directs Work Center Activity; Provides Administrative Support; Prepares for and Conducts/Attends Meeting; Administers Training; Manages Supplies; Maintains Equipment; and Performs Cleanup.

## Attachment 3

## MANPOWER TABLE:

Table A3.1. Standard Manpower Table.

WORK CENTER/FAC ALPENA MEDICAL READINESS TRAINING SITE (MRTS)		APPLICABILITY MANHOUR RANGE 1384.00 – 1839.29					
Air Force Specialty Title	AFSC	Grade	Manpower Requirement				
Health Serv Admin	T041AX	AGR	1	1	1	1	
Health Serv Admin	041AX	AGR	1	1	1	1	
Nursing Administrator	T46AX	AGR	0	0	1	1	
Medical Service Supr	4N091	AGR	1	1	1	1	
Med-Materiel Craftsman	T4A1X1	AGR	1	1	1	2	
Bioenvironmental Engr Crft	T4B0X1	AGR	1	1	1	1	
Medical Service Craftsman	T4N0X1	AGR	1	2	2	2	
Aeromedical Craftsman	4F0X1	AGR	1	1	1	1	
Health Services Mgt Craftsman	T4A0X1	AGR	1	1	1	1	
Public Health Craftsman	T4E0X1	AGR	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	
Total			9	10	11	12	

**NOTE.** The MRTS Commander may convert AFSCs to meet local needs; however, the officer/enlisted mix may not be converted.